

## Appendix O

### ~~Grand Ridge~~Issaquah Highlands Parking Standards

Section 1.0	General Provisions
Section 2.0	Definitions
Section 3.0	Provisions of Required Parking
Section 4.0	Off-Street Parking Spaces (including <del>Grand Ridge</del> <u>Issaquah Highlands</u> Table of Off-Street Parking Spaces)
Section 5.0	Barrier-Free Spaces
Section 6.0	Loading Spaces
Section 7.0	Stacking Spaces/Drive-Through Window Facilities
Section 8.0	Transportation Management Plan
Section 9.0	Parking Lot Design and Construction Standards
Section 10.0	Administrative Modification of Parking Standards

The ~~Grand Ridge~~Issaquah Highlands Parking Standards are Appendix O of the ~~Grand Ridge~~Issaquah Highlands Annexation and Development Agreement [2-Party] adopted on February 5, 1996 by ordinance 2104 and amended by ordinance 2142 on December 16, 1996.

#### **1.0 General Provisions**

##### **1.1 Purpose of Parking Standards**

The purpose of parking standards is to assure adequate parking, increase traffic safety, maintain smooth traffic flow, and reduce the visual impact of parking lots within ~~Grand Ridge~~Issaquah Highlands. These standards are also designed to achieve efficient vehicular and pedestrian circulation and economy of space.

##### **1.2 Intent of Parking Standards**

The intent of the parking standards is to promote effective use of transportation facilities with the goal of moving people from place to place within ~~Grand Ridge~~Issaquah Highlands. Emphasis shall be given to alternate methods of moving people which will:

- a. deter traffic congestion;
- b. promote environmental quality through less use of fossil fuels and potentially less impervious surface needed for parking areas; and
- c. provide convenience and reliability to commuters, residents, pedestrians, employees, tourists, shoppers, students, bicyclists, special populations and service providers.

Commuter mobility is enhanced by:

- a. providing ride sharing through preferred parking arrangements;
- b. providing incentives to include parking and storage of bicycles in development and redevelopment plans; and

- c. requiring safe, direct pedestrian access from public right-of-ways to structures/developments.

### **1.3 Applicability**

- a. *General*: These provisions are applicable only to Urban Development Areas 1, 2, ~~and 3~~ and 4, as well as any approved expansion area (see AM01-013IH) as defined in Section 2.2.2 of the Grand RidgeIssaquah Highlands Annexation and Development Agreement [2-Party].
- b. *Existing Uses*: Unless an expansion or change of use is requested, these provisions shall not be applicable to uses which conform to parking requirements existing prior to the effective date of such provisions. A change of tenant that retains the same or similar use shall not be required to "upgrade" to meet the parking standards of this Chapter. If there is a conflict regarding a specific interpretation of a "similar" use of the new tenant, the Responsible Official shall make an interpretation.
- c. *New Developments or a Change of Use*: These provisions are applicable to new developments and to changes of use for existing developments.
- d. *Substantial Remodels or Additions*: These provisions are applicable to substantial remodels or additions which expand the gross floor area of the use by ten percent (10%) or greater. Remodels or additions to single family units do not require additional parking spaces; however, the site plan must be consistent with the other parking standards.
- e. No other parking code will be applicable to the Urban Development Areas identified in 1.3a, except as noted herein, and if consistent with the intent of the Grand RidgeIssaquah Highlands Annexation and Development Agreement [2-Party].

### **1.4 Violations**

Violations of any portion of the Grand RidgeIssaquah Highlands Parking Standards shall be subject to the code enforcement and penalty provisions set out in Issaquah Municipal Code.

## **2.0 Definitions**

### **2.1 Bicycle Parking Space**

A structure or apparatus which permits a bike rider to park and secure his/her bike.

### **2.2 Convenience Retail**

A retail use which generally requires convenient, adjacent on-site parking and in which goods are rented or sold or services are provided for household and personal uses and are not for resale.

### **2.3 Dwelling Unit**

One or more rooms or structures providing complete, independent living facilities, including permanent provisions for living, sleeping, cooking and sanitation.

#### **2.4 Dwelling Unit, Multi Family**

A building containing more than two dwelling units that may have one or more vertical walls and/or one or more horizontal walls in common.

#### **2.5 Dwelling Unit, Residential Accessory**

A separate, complete dwelling unit attached to or contained within the structure of the primary dwelling; or contained within a separate structure that is accessory to the primary dwelling unit on the premises.

#### **2.6 Dwelling Unit, Single Family Detached**

A detached building containing one dwelling unit.

#### **2.7 Dwelling Unit, Single Family Attached**

A building containing dwelling units that occupy space from the ground to the roof, and has one or more vertical walls in common with or abutting other dwelling units.

#### **2.8 Maximum Shift**

A business' hours of operation requiring the most on-duty staff.

#### **2.9 On-site**

Located within the area of a subject property.

#### **2.10 Parking Held in Reserve**

A development area which is designated for future parking needs but is presently landscaped and/or contains impervious surface. For site and storm drainage calculations, parking held in reserve is considered impervious surface, as it may be converted to paved and striped parking.

#### **2.11 Prime Hours of Operation**

The time span during which a business or facility has its highest level of activity from employees, clients, customers and/or other users.

#### **2.12 Reserved Parking**

A designated parking space or area to be used by an authorized vehicle or vehicles only.

#### **2.13 Shopping Center**

A group of retail business and service uses on a single site with common parking facilities.

#### **2.14 Side Yard**

That portion of a lot adjacent to and parallel with the side property line, access easement or private road and generally between the front and rear yards.

### **2.15 Specialty Retail**

A product-specific retail use in which specialty goods are sold or services are provided for businesses and personal uses and are not for resale.

### **2.16 Vehicle, Motor**

An automobile, truck, trailer, boat, recreational vehicle, or motorcycle which is designed for carrying passengers.

## **3.0 Provisions of Required Parking**

### **3.1 Purpose of Required Parking Spaces**

The purpose of requiring parking as a condition of development is to provide an adequate amount of vehicle parking for a specific use, recognizing that a balance must be reached between:

- a. *Inadequate Parking:* Leading to traffic congestion and additional parking violations on abutting streets as well as unauthorized parking in nearby private lots; and
- b. *Excessive Parking:* Wasting space and resources that could be better utilized for development or pervious surface.

### **3.2 Conformance**

All off-street parking shall comply with the provisions of this Chapter.

### **3.3 Permit Required**

Off-street parking or loading spaces shall not be created, constructed, located, relocated or modified after the effective date of these provisions without first obtaining a Building Permit or Clearing and Grading Permit.

### **3.4 Accessory Uses - Same Review**

All off-street and loading spaces which are not themselves primary uses are considered accessory uses and shall be subject to the same procedures and review requirements as primary uses.

### **3.5 Use of Required Parking**

Required off-street parking is intended to provide vehicle parking only for residents, customers, patrons and employees. Area devoted to parking may not be used for any other purpose, except as authorized by this Chapter. Except in designated areas, required off-street parking shall not be used for:

- a. the storage of motorized vehicles, trailers, boats or materials;
- b. the parking of vehicles used in conducting the business; or
- c. the sale, repair or servicing of any vehicle.

### 3.6 Location of Parking

- a. *Single Family Detached/Single Family Attached:* Required parking for single family detached and single family attached units shall be on site.
- b. *Multifamily:* Required parking for multifamily uses shall be on site. Parking is permitted in the side yard of a multifamily development when the parking would abut a single family use only when visually buffered and approved by the Responsible Official. Parking is permitted in the side yard of a multifamily development when the parking would abut a non-single family use.
- c. *Other Uses:* The minimum required off-street parking area shall be provided within a reasonable walking or site distance or otherwise associated with the building or use for which the parking area is required. It may not be more than eight hundred (800) feet from the property line of the business it is serving.

### 3.7 Unlawful Elimination of Required Parking or Loading Spaces

An owner or operator of any building or land use affected by this section shall not eliminate or reduce required parking or loading facilities without the establishment of alternative parking or loading facilities which meet the requirements of this section.

### 3.8 Change or Expansion in Current Use

When a change of use is proposed for an existing structure, required parking shall be provided, according to the parking standards within this section. If the proposed use requires more parking than the previous use, the applicant shall provide that additional parking as an approval condition of development. If the new use requires more parking than the previous use, yet the applicant can provide information showing that the new use has adequate parking, the applicant may submit for a parking modification which is subject to administrative review.

### 3.9 Bike Racks Required

Off-street parking areas shall contain at least one bicycle parking space for every ~~40~~[twelve \(12\)](#) spaces required for motor vehicles, located in a visible and easily accessible location. [\(see AM04-001IH\)](#) Except as follows:

- a. The Responsible Official may require additional spaces when it is determined that the use or its location will generate a higher volume of bicycle activity. Such a determination will include but not be limited to the following uses:
  1. park and playfield;
  2. library, museum and arboretum;
  3. elementary and secondary school;
  4. sports club;
  5. retail business (when located along a developed bicycle trail or designated bicycle route); or
  6. any use which attracts bicyclists.

### 3.10 Maintenance

All on-site parking areas shall be maintained by the property owner.

## 4.0 Off-Street Parking Spaces

### 4.1 Intent

The intent of the requirements for off-street parking spaces is to provide adequate parking for individual uses within Grand RidgeIssaquah Highlands. These requirements are based on the assumption that intensity of use governs the need for parking. For example, restaurants are typically more intense than office uses and require a higher ratio of parking.

### 4.2 Computation of Required Spaces

- a. Specific off-street parking requirements are listed in the Grand RidgeIssaquah Highlands Table of Off-Street Parking Spaces at the end of this section.
- b. *Uses Not Listed in Table:* If a proposed use is not listed in the Grand RidgeIssaquah Highlands Table of Off-Street Parking Spaces, the parking requirements shall be as follows:
  1. Not less than one (1) space per 300 sq. ft. of GFA nor more than one (1) space per 200 sq. ft. of GFA. for high traffic uses.
  2. Not less than one (1) space per 350 sq. ft. of GFA nor more than one (1) space per 200 sq. ft. of GFA for non high traffic retail uses.
  3. Not less than one (1) space per 300 sq. ft. of GFA nor more than one (1) space per 250 sq. ft. of GFA for office uses.
  4. Not less than one (1) space per 1,000 sq. ft. of GFA nor more than one (1) space per 500 sq. ft. of GFA for non high traffic other commercial uses.
- c. *Gross Floor Area:* For the purpose of calculating the minimum number of required parking spaces, gross floor area is defined in Appendix B of the Grand RidgeIssaquah Highlands Annexation and Development Agreement [2-party].
- d. *Fraction:* If the calculation of the number of off-street parking spaces in the Grand RidgeIssaquah Highlands Table of Off-Street Parking Spaces contains a fraction, such number shall be rounded up or down to the next whole number:
  1. fractions less than one-half (.5) shall be rounded down to the whole number; and
  2. fractions which are one-half (.5) and greater shall be rounded up to the next higher whole number.

### 4.3 Compact Parking Spaces

An applicant may provide up to between fifty and sixty percent (50-60%) of the required parking spaces as compact spaces as determined by the Responsible Official. Locational criteria are as follows:

- a. Compact spaces are not located along a fire lane; and
- b. Parking spaces which are closest to the building's entrances are not compact spaces.

#### 4.4 Tandem Parking

- a. *Purpose:* The purpose of tandem parking is to allow flexibility in the parking provisions.
- b. *Approval Criteria for Residential:* Tandem parking may be permitted for up to fifty percent (50%) of the residential parking requirement if all of the following criteria are met:
  1. Each single family detached or attached unit may have only one (1) tandem parking stall (equaling two (2) parking spaces) for each dwelling unit;
  2. Ingress and egress for the tandem parking stalls do not interfere with the safety of residents or adjacent property owners;
  3. Tandem parking stalls must be of standard size ([see AM97-06IH Revised](#)); compact stalls are not permitted.
  4. Parking spaces are assigned to each unit;
  5. Adequate guest parking is provided; and
  6. Tandem parking shall not be used for the storage of boats, trailers, recreational vehicles or materials.
- c. *Approval Criteria for Retail and Commercial:* Because of the need for individual occupants to coordinate parking on a large scale, tandem parking is permitted only for employees and then only if all the following criteria are met.
  1. The building is occupied by a single tenant;
  2. No more than twenty-five (25) tandem parking stalls (equaling fifty (50) parking spaces) may be provided;
  3. Parking spaces are assigned to all employees;
  4. Tandem parking stalls must be of standard size;
  5. Adequate visitor parking is provided; and
  6. Tandem parking shall not be used for the storage of boats, trailers, recreational vehicles or materials.
- d. *Exception for Retail and Commercial Customers:* Tandem parking is permitted for customers of retail and commercial uses if all of the following criteria are met:
  1. Valet parking is provided for customers;
  2. Tandem parking spaces for customers are available only for valet parking use; and
  3. Retail and commercial approval criteria 2, 4, 5, and 6 are met.
- e. Tandem parking is permitted at vehicle repair shops when valet parking is provided for customers.
- f. Tandem parking in residential development may not have more than two cars in a row. Tandem parking in retail and commercial may have more than two cars in a row when parking has an attendant or valet, and is reviewed by the Responsible Official.

#### 4.5 Mixed Uses

When different uses occupy a single structure or parcel that is not considered a shopping center by this Chapter, the total required parking spaces shall be the sum of the requirements of the individual uses.

## 4.6 Shared Parking

- a. *Purpose:* The purpose of shared parking is to efficiently use parking resources where the potential for shared parking with abutting land uses has been analyzed and to efficiently use parking facilities for more than one (1) use, specifically uses whose prime hours of operation do not overlap. The intent of this provision is to decrease the amount of parking provided for a specific use by sharing adjacent underutilized parking facilities.
- b. *Review for Shared Parking:*
  1. Existing Buildings: Shared parking may be approved administratively by the Responsible Official for existing buildings through Administrative Review;
  2. New projects/buildings: Shared parking for new projects or buildings does not require a separate review process, and may be approved within the site plan review process under which the project is being reviewed.
  3. Shared parking will only be permitted if prime hours of operation do not overlap, or if the overlap is less than one-half hour.
- c. *Spaces Required:* Number of spaces required for shared parking:  
If the businesses have non-overlapping prime hours of operation as defined in 4.6.b.3, the property owner(s) shall provide parking spaces equal to those required of the business with the greater of the applicable individual parking requirements.
- d. *Approval Criteria for Shared Parking:* Shared parking for businesses with non-overlapping prime hours of operation may be approved if all of the following approval criteria are met:
  1. Location: The location of the parking facilities must be:
    - a) Generally within a reasonable walking or site distance or otherwise associated with the uses which are involved in the shared parking contract. It may not be more than eight hundred (800) feet from the property line of the business it is serving; and
    - b) Parking facilities are permitted outright, or through a specific site plan review process.
  2. Pedestrian Connection: A convenient pedestrian connection shall be provided between the shared uses and the parking facilities. This pedestrian connection shall be designed as barrier free and built with appropriate lighting and safety considerations.
  3. Signage: The availability of parking for each use is indicated by directional signs governed by the Grand Ridge Issaquah Highlands Signs Standards.
  4. Shared Parking Contract: A contract is enacted, signed by all the owners/operators of the shared uses and the City, which provides for City enforcement. The shared parking contract shall:
    - a) Provide that the land comprising the required shared parking facilities shall not be encroached upon, used, sold, leased, or conveyed for any purpose except in conjunction with the building or use which the required parking serves, so long as the shared parking facilities are needed;
    - b) Indicate prime hours of operation for shared uses;
    - c) Assign maintenance provisions for the parking facilities and landscaping;

- d) Designate potential times of overflow, and a parking plan which will be implemented in the event of overflow; and
  - e) The parking contract approved by the Responsible Official shall be filed with the deed of the parcels involved, so that the agreement is binding upon successors.
5. **Contract Changes:** Changes to the contract, or a redrafting of the original enacted contract must be reviewed and approved through the Administrative Review process before the shared parking contract is within compliance of this Chapter. Termination of this contract may occur through an approval through Administrative Review.
- e. *Implementation Problems:* If shared parking is not functioning according to the contract, the property owners or the City may request to alter the shared parking contract. If consensus cannot be reached, traditional parking will be required as established in the [Grand RidgeIssaquah Highlands](#) Table of Off Street Parking Spaces. The property owner may also propose an Administrative Modification of Standards as an option for implementation problems.

#### 4.7 Automotive Sales, Rental and Leasing

The minimum number of customer and employee parking stalls for car dealerships shall be based on the gross building square footage, including the indoor display area, but not including any outdoor display areas.

#### 4.8 Shopping Centers

- a. *Purpose of Required Standard for Shopping Centers:* The purpose of parking standards for shopping centers is to balance the parking needs of small and large businesses and the variety of uses within a shopping center. More efficient provision of parking is accomplished through a general standard for shopping centers, and this system accommodates the changing of businesses and uses within a shopping center.
- b. *Computation of Required Spaces:* Within a shopping center, all uses, excluding theaters, shall calculate the parking requirement using the shopping center standard as established in the [Grand RidgeIssaquah Highlands](#) Table of Off-Street Parking Spaces.
- c. *Computation of Required Spaces for Theaters:* Theaters within shopping centers shall provide parking pursuant to the [Grand RidgeIssaquah Highlands](#) Table of Off-Street Parking Spaces.

#### 4.9 Parking Credits

Parking credits may be earned for uses if one of the following criteria is met:

- a. *On-Street Parking Credits for Customers, Guests or Visitors:* All uses located adjacent to a public right-of-way or a private street where on-street parking is permitted may receive credit for one off-street parking stall for each twenty (20) linear feet of abutting right-of-way, excluding curb-cuts. All parking for employees and residents must be provided on-site. [Customer, guest, and visitor parking shall be counted pursuant to the following \(see Action memo 08-17-04 \(BL\):](#)
  - [Residential: units may credit up to ¼ of the total parking required on street.](#)
  - [Commercial: may credit up to 10 percent of the required parking on street.](#)
  - [Retail: may credit up to 10 percent of the required parking on street.](#)

- b. *Shuttle*: The majority of customers or employees arrive by shuttle service.
- c. *Valet*: The majority of customers use valet parking.
- d. If an applicant demonstrates pedestrian, bicycle, or mass transit use by employees or customers which replaces automobile use.

#### **4.10 Unspecified uses**

If this section does not specify a parking requirement for a proposed land use in the Grand RidgeIssaquah Highlands Table of Off-Street Parking Spaces or in Section 4.2, the Responsible Official shall establish the minimum requirement based on the nearest comparable use. The Responsible Official may require that the applicant provide sufficient information to demonstrate that the parking demand for the proposed land use will be satisfied, based upon existing land uses the same or similar to the proposed use. If the gross floor area of the proposed use exceeds ten thousand (10,000) square feet, the applicant may be required to provide a parking study for the proposed use prepared by a professional with expertise in traffic and parking analyses.

#### 4.11 ~~Grand Ridge~~Issaquah Highlands Table of Off-Street Parking Spaces <sup>1</sup>

Transportation Management Programs may also be required.

<b>GRAND RIDGEISSAQUAH HIGHLANDS LAND USE</b>	<b>MINIMUM NUMBER OF PARKING SPACES REQUIRED</b>	<b>MAXIMUM NUMBER OF PARKING SPACES ALLOWED</b>
<b>RESIDENTIAL</b>		
<b>Single Family Detached</b>	2 per unit	No Maximum
Accessory Dwelling Unit	1 per unit	No Maximum
<b>Single Family Attached</b>	2 per unit	No Maximum
<b>Multi-Family</b>		
Multifamily: Studio Apartment	1 per unit	No Maximum
Multifamily: One Bedroom Apartment	1.25 per unit	No Maximum
Multifamily: other than Studio Apt. or one bedroom	2 per unit	No Maximum
Nursing Home	1 space per 3 beds	No Maximum
Residential Care Facility	1 space for each 2 units + 1 space per employee @ max. shift	No Maximum
Retirement Home	1 space per 3 beds	No Maximum
Rooming House and Boarding House	1 per unit	No Maximum
Senior Assisted Care Facility	1 space for each 2 units + 1 space per employee @ max. shift	No Maximum
Senior Housing (large and small scale)	1 per unit	1.5 per unit
<b>Residential-Other</b>		
Bed & Breakfast/Guest House	1 per manager's unit and 1 per guest room	No Maximum

<sup>1</sup>Any applicant may apply for an administrative adjustment of parking standards pursuant to Chapter 9.

<b><u>GRAND RIDGE/ISSAQUAH HIGHLANDS</u> LAND USE</b>	<b>MINIMUM NUMBER OF PARKING SPACES REQUIRED</b>	<b>MAXIMUM NUMBER OF PARKING SPACES ALLOWED</b>
<b>CONVENIENCE RETAIL</b>		
<ul style="list-style-type: none"> <li>• Less than 15,000 sq. ft. GFA</li> <li>• More than 15,000 sq. ft. GFA</li> </ul>	<ul style="list-style-type: none"> <li>• 1 per 300 sq. ft. GFA</li> <li>• 1 per 350 sq. ft. GFA</li> </ul>	<ul style="list-style-type: none"> <li>• 1 per 200 sq. ft. GFA</li> <li>• 1 per 250 sq. ft. GFA</li> </ul>
Bank (Financial Institution)	see Convenience Retail	see Convenience Retail
Car Wash (drive through)	6 stacking spaces per drive through entrance, plus 1 per employee at maximum shift.	8 stacking spaces per drive through entrance plus 1 per employee at maximum shift.
Car Wash (self service)	1 stacked space per wash bay	2 stacking spaces per wash bay
Department Store and Retail	see Convenience Retail	see Convenience Retail
Drugstore and Pharmacy	see Convenience Retail	see Convenience Retail
Feed Store and Agricultural Supply	1 space per 500 s.f. GFA of structure & covered storage area.	see Convenience Retail
Grocery and Convenience Store	see Convenience Retail	see Convenience Retail
Hardware Store	see Convenience Retail	see Convenience Retail
Liquor Store	see Convenience Retail	see Convenience Retail
Paint and Wallpaper Store	see Convenience Retail	see Convenience Retail
Parts and Accessories, glass, tires, etc.	see Convenience Retail	see Convenience Retail
Plant Nursery and Garden Center	see Convenience Retail	see Convenience Retail
Plumbing Shop	see Convenience Retail	see Convenience Retail
Shopping Center	see Convenience Retail	see Convenience Retail
Wholesale Business/ outlet store for retail	see Convenience Retail	see Convenience Retail

<b>SPECIALTY RETAIL</b>		
<ul style="list-style-type: none"> <li>• Less than 15,000 sq. ft. GFA</li> <li>• More than 15,000 sq. ft. GFA</li> </ul>	<ul style="list-style-type: none"> <li>• 1 per 350 sq. ft. GFA</li> <li>• 1 per 400 sq. ft. GFA</li> </ul>	<ul style="list-style-type: none"> <li>• 1 per 200 sq. ft. GFA</li> <li>• 1 per 250 sq. ft. GFA</li> </ul>
Antique Shop	1 space per 500 sq. ft. GFA	See Specialty Retail
Appliance Store	1 space per 500 sq. ft. GFA	See Specialty Retail
Bakery (Retail)	see Specialty Retail	see Specialty Retail
Bookstore	see Specialty Retail	see Specialty Retail
Brewery and Winery	1 per 200 sq. ft. GFA	See Specialty Retail
Confectionery and Candy Store	see Specialty Retail	see Specialty Retail
Fabric Store	see Specialty Retail	see Specialty Retail
Florist Shop	see Specialty Retail	see Specialty Retail
Formal Wear and Tuxedo Rental	see Specialty Retail	see Specialty Retail
Furniture Store:	1 space per 500 sq. ft. GFA	See Specialty Retail
Gift Shop	see Specialty Retail	see Specialty Retail
Hobbies, Toys and Games	see Specialty Retail	see Specialty Retail
Jewelry Store	see Specialty Retail	see Specialty Retail
Laundromat	see Specialty Retail	see Specialty Retail
Leather Works and Sales	see Specialty Retail	see Specialty Retail
Locksmith	see Specialty Retail	see Specialty Retail
Meat Market and Butcher Shop	see Specialty Retail	see Specialty Retail
Pawn Shop	see Specialty Retail	see Specialty Retail
Pet Shop	see Specialty Retail	see Specialty Retail
Photographic Studio and Photo Supplies	see Specialty Retail	see Specialty Retail

Second Hand and Consignment Store	see Specialty Retail	see Specialty Retail
Shoe Sales and Shoe Repair	see Specialty Retail	see Specialty Retail
Sporting Goods, Bicycle Shop	see Specialty Retail	see Specialty Retail
Stationery and Card Shop	see Specialty Retail	see Specialty Retail
Video Rental	see Specialty Retail	see Specialty Retail
<b>COMMERCIAL</b>		
<b>Office Uses</b>	1 per 300 sq. ft. GFA	1 per 250 sq. ft. GFA
Employment Agency	1 per 250 sq. ft. GFA	1 per 200 sq. ft. GFA
Office, Professional or Corporate	1 per 400 sq. ft. GFA	1 per 200 sq. ft. GFA
Private or Non Profit Organizations	see Office Uses	see Office Uses
<b>Community Business Uses</b>		
<b><i>Temporary Lodging</i></b>	1 per each sleeping room or suite and 1 per manager's unit	1.5 per each sleeping room or suite and 1 per manager's unit
Hotels, Motels, Time Share Lodging	see Temporary Lodging	see Temporary Lodging
<b><i>Leisure/ Entertainment</i></b>	1 per 200 sq. ft. GFA	1 per 100 sq. ft. GFA
Adult Entertainment	see Leisure/ Entertainment	see Leisure/ Entertainment
Amusement Parlors (video arcade)	see Leisure/ Entertainment	see Leisure/ Entertainment
Bar and Tavern	see Leisure/ Entertainment	see Leisure/ Entertainment
Billiard and Pool Hall	see Leisure/ Entertainment	see Leisure/ Entertainment
Bowling Alley	3 per bowling lane	5 per bowling lane

Theater, Live and Movie	1 per 8 fixed seats and/or 1 space per 3 permitted occupants for areas w/out fixed seating	1 per 4 fixed seats and/or 1 space per 3 permitted occupants for areas w/out fixed seating
<b><i>Dining</i></b>	1 per 200 sq. ft. GFA or 1 per 100 sq. ft. GFA for fast food restaurants	1 per 100 sq. ft. GFA
Banquet and Reception	see Dining	see Dining
Delicatessen Store (eat in/carry out)	see Dining	see Dining
Restaurants and Cafes	see Dining	see Dining
Tasting Area (Accessory to food or beverage manufacturing and production)	see Dining	see Dining
<b><i>Cultural Facilities</i></b>	1 per 8 fixed seats and/or 1 per 100 sq. ft. of assembly area without seating	1 per 3 fixed seats and/or 1 per 100 sq. ft. of assembly area without seating
Club Houses	see Cultural Facilities	see Cultural Facilities
Community Center	see Cultural Facilities	see Cultural Facilities
Conference Center	see Cultural Facilities	see Cultural Facilities
Library, Museum, Art Gallery	see Cultural Facilities	see Cultural Facilities
Stadium and Arena (w/ or w/out open air Amphitheater)	see Cultural Facilities	see Cultural Facilities
<b><i>Personal Services</i></b>	1 per 300 sq. ft. GFA	1 per 250 sq. ft. GFA
Barber/or Beauty Shop w/ or w/out Nail Salon	see Personal Services	see Personal Services
Day Care Operations (not operated as a home occupation)	1 space per 6 attendees at maximum occupancy and 1 space per employee at max. shift	1 space per 6 attendees at maximum occupancy and 1 space per employee at max. shift
Dry Cleaning and Pressing Shop	see Personal Services	see Personal Services

Funeral Home and Mortuary	see Personal Services	see Personal Services
Health Club, Gym, Aerobic Studio	see Personal Services	see Personal Services
Karate School and Dance Studio	see Personal Services	see Personal Services
Massage Therapist	see Personal Services	see Personal Services
Tanning Salon	see Personal Services	see Personal Services
Veterinary Clinic (animal)	see Personal Services	see Personal Services
<b><i>Small Health Services</i></b>	1 per 300 sq. ft.	1 per 200 sq. ft. GFA
Ambulance/ Emergency Facility (Private)	see Small Health Services	see Small Health Services
Medical and Dental Offices	see Small Health Services	see Small Health Services
Outpatient Clinic	see Small Health Services	see Small Health Services
Social Services	see Small Health Services	see Small Health Services
<b>GENERAL COMMERCIAL USES</b>		
<b><i>Business Services</i></b>	1 per 1,000 sq. ft. GFA, including indoor display showrooms	1 per 500 sq. ft. GFA, including indoor display showrooms
Printing and Publishing	1 per 300 sq. ft. GFA	1 per 200 sq. ft. GFA
Rental and Leasing	see Business Services	see Business Services
Vehicle Sales and Dealership	see Business Services	see Business Services
<b><i>Large Health Services</i></b>		
Hospital	1.5 spaces per bed	3 spaces per bed
Laboratory Facility	1 per 300 sq. ft. GFA	1 per 200 sq. ft. GFA
<b><i>Service Commercial</i></b>	1 per 1,000 sq. ft. GFA	1 per 500 sq. ft. GFA
Building Material Storage and Sales	see Service Commercial	see Service Commercial
Cold Storage Plant	see Service Commercial	see Service Commercial
Contractor's Storage Yard	see Service Commercial	see Service Commercial

Distribution Center	1 space per 300 sq. ft. GFA of office use and 1 space per 1,000 sq. ft. of distribution operation area.	1 space per 300 sq. ft. GFA of office use and 1 space per 500 sq. ft. of distribution operation area.
Freight Terminal	see Service Commercial	see Service Commercial
Frozen Food Locker	see Service Commercial	see Service Commercial
Maintenance and Service Shops	2 per service bay	2.5 per service bay
Motorcycle Sales and Repair	2 per service bay	2.5 per service bay
Paint and Body Repair Shops	2 per service bay	2.5 per service bay
Rental Equipment Shop	see Service Commercial	see Service Commercial
Storage of Machinery (Indoor)	see Service Commercial	see Service Commercial
Storage of Machinery, including boats, trailers, RVs etc. (outdoor)	see Service Commercial	see Service Commercial
Storage, Mini (completely enclosed)	1 per 25 storage units	1 per 20 storage units
Storage, Warehouse	see Service Commercial	see Service Commercial
Tire Rebuilding and Recapping	see Service Commercial	see Service Commercial
Towing Service and Storage Yard	see Service Commercial	see Service Commercial
Truck and Trailer Storage (Outdoor)	see Service Commercial	see Service Commercial
Wrecking and Dismantling Yards	see Service Commercial	see Service Commercial
<b>LIGHT MANUFACTURING USE</b>		
<b><i>Business Services</i></b>	1 per 1,000 sq. ft. GFA	1 per 500 sq. ft. GFA
Agricultural Food Processing	see Business Services	see Business Services
Art, Pottery and Stained Glass Studio (w/or w/out retail sales)	1 per 1,000 sq. ft for studio and 1 per 350 sq. ft. for retail sales	1 per 500 sq. ft. for studio and 1 per 350 sq. ft. for retail sales
Canning, Bottling, Preserving and Packaging Foods and/or Beverages	see Business Services	see Business Services

Carpenter Shop	see Business Services	see Business Services
Cement and Gravel Operation	see Business Services	see Business Services
Clothing Fabrication and Repair	see Business Services	see Business Services
Creamery or Bottling Plant	see Business Services	see Business Services
Distribution Center (w/limited manufacturing)	see Business Services	see Business Services
Electronic Assembly and Manufacturing	see Business Services	see Business Services
Electroplating	see Business Services	see Business Services
Feed & Cereal Mill	see Business Services	see Business Services
Lumber Yard	see Business Services	see Business Services
Machine Shop	see Business Services	see Business Services
Manufacturing	see Business Services	see Business Services
Processing Raw Materials (wood, fruit, etc.)	see Business Services	see Business Services
Recycling Center	see Business Services	see Business Services
Research and Development w/ or w/out chemical lab	see Business Services	see Business Services
Sand Blasting	see Business Services	see Business Services
Sawmill and Planing Mill	see Business Services	see Business Services
Upholstering (w/o furniture display)	see Business Services	see Business Services
Welding Shop	see Business Services	see Business Services
<b>GOVERNMENT AND INSTITUTIONAL USES</b>		
<b><i>Government Services</i></b>	1 per 300 sq. ft. GFA	1 per 200 sq. ft. GFA
Courthouse	see Government Services	see Government Services
Government Office Buildings	see Government Services	see Government Services
Maintenance Shop	2 per service bay	2.5 per service bay
Police Station w/ or w/out City Jail Fire Station	see Government Services	see Government Services

Post Office	see Government Services	see Government Services
<b><i>Educational Services</i></b>		
College, University, Vocational, Technincal and Business School	1 space per 400 sq. ft. GFA	1 space per 300 sq. ft. GFA
Elementary & Jr. High	3 spaces per classroom plus 1 space per employee	4 spaces per classroom plus 1 space per employee
High School	4 spaces per classroom plus 1 space per employee	5 spaces per classroom plus 1 space per employee
<b><i>Other</i></b>		
Houses of Worship	1 space per 4 seats	1 space per 3 seats
<b>RECREATIONAL</b>		
Baseball, Football and Soccer fields	1 space for each 10 fixed seats (18 inches on a bench or bleacher is considered a seat), and 1 per 100 sq. ft. of assembly area not containing seats	1 space for each 4 fixed seats (18 inches on a bench or bleacher is considered a seat), and 1 per 100 sq. ft. of assembly area not containing seats
Golf Course w/ or w/out Pro Shop, Restaurant, etc.	1 per 3 persons based on maximum occupancy and 1 per employee at maximum shift	1 per 2 persons based on maximum occupancy and 1 per employee at maximum shift
Golf Driving Range	1 space per practice tee	2 spaces per practice tee
Neighborhood Park and Picnic Area	1 per picnic table	2 per picnic table
Shooting Range	1 space per practice station	2 spaces per practice station
Swimming Pool (Public)	1 space for each 10 fixed seats (18 inches on a bench or bleacher is considered a seat), 1 per 150 sq. ft. of water area.	1 space for each 3 fixed seats (18 inches on a bench or bleacher is considered a seat), 1 per 150 sq. ft. of water area.
Tot lot/Play area	none	none

Trail Head in Urban Open Space (Sec. 2.2.2.(a) of the <a href="#">Grand RidgeIssaquah Highlands</a> Annexation and Development Agreement)	Regional: 50 cars Multi-Purpose: 10 cars	Regional: 100 cars Multi-Purpose: 25 cars
Zoological Park and Garden	1 per 500 sq. ft. GFA of observation buildings plus 1 per employee at maximum shift	1 per 400 sq. ft. GFA of observation buildings plus 1 per employee at maximum shift
<b>OTHER</b>		
Helistop (as accessory use only)	1 space per 100 sq. ft. GFA of terminal/passenger area	1.5 spaces per 100 sq. ft. GFA of terminal/passenger area

## 5.0 Barrier-Free Spaces

The property owner shall provide parking in accordance with the Regulations for Barrier-Free Facility (WAC Chapter 51-10), as currently written or amended. These parking requirements shall not be calculated as additional parking stalls to the requirement established in the [Grand RidgeIssaquah Highlands](#) Table of Off-Street Parking Spaces. [Tandem parking spaces containing parking for one barrier-free parking space may be 38 feet in length. \(see Action memo 06-08-96 MLB\)](#)

## 6.0 Loading Spaces

### 6.1 Purpose of Required Loading Spaces

The purpose of requiring loading spaces is to provide for adequate room on-street or on-site for the loading and unloading of commercial vehicles which are associated with the proposed development.

### 6.2 When Required

Whenever the normal operation of any development requires that goods, merchandise, or equipment be routinely delivered to or shipped from that development, a sufficient loading and unloading area shall be provided to accommodate the delivery or shipment operations in a safe and convenient manner.

### 6.3 Loading Space Requirements

- Shared Loading and Maneuvering Space:* Multiple uses which do not have conflicting loading times may share loading spaces. Multiple loading spaces may share maneuvering space. Shared loading and shared maneuvering spaces are subject to Administrative Review.

- b. *On-Street Loading Spaces:* A use which requires one (1) Type A loading space and is serviced by vehicles which are no more than twenty (20) feet in length may use an on-street loading space. On-street loading spaces are subject to Administrative Review.
- c. *Change or Expansion in Current Use:* When a change of use is proposed for an existing structure, required loading shall be provided, according to the loading standards within this section. If the proposed use requires more loading than the previous use, the applicant shall provide additional loading space as an approval condition of development, unless the applicant can provide information showing that the use has adequate loading. If the new use requires more loading space than the previous use, yet the applicant can provide information showing that the new use has adequate loading space, the applicant may submit for a modification which is subject to administrative review.
- d. *Other Parking Requirements:* No area allocated to loading and unloading facilities may be used to satisfy the area requirements for off-street parking, nor shall any portion of any off-street parking area be used to satisfy the area requirements for loading and unloading facilities, except for the maneuvering and circulation portions of such areas.
- e. *Computation of Required Loading Spaces:*

Table 1 Computation of Required Loading Spaces		
Type of Use	Type A	Type B
<b>Commercial: 30,000 net sq.ft. (nsf) or less</b>		
Retail, Restaurant, etc.	<ul style="list-style-type: none"> <li>1 loading for first 10,000 sf</li> <li>1 loading space for next 20,000 nsf</li> </ul>	
Office	<ul style="list-style-type: none"> <li>1 loading space</li> </ul>	
<b>Commercial: More than 30,000 net sq.ft. (nsf)</b>		
Retail Restaurant, etc.	<ul style="list-style-type: none"> <li>1 loading space per 30,000 nsf</li> </ul>	<ul style="list-style-type: none"> <li>1 loading space per 30,000 nsf</li> </ul>
Office	<ul style="list-style-type: none"> <li>1 loading space per 30,000 nsf</li> </ul>	
<b>Multifamily and/or Lodging</b>		
20 - 40 units*	<ul style="list-style-type: none"> <li>1 loading space</li> </ul>	
More than 40 units*	<ul style="list-style-type: none"> <li>2 (total) loading spaces</li> </ul>	
<b>Schools</b>		
Elementary, Junior and Senior High, and others having food service	<ul style="list-style-type: none"> <li>1 loading space per food service operation</li> </ul>	

\* [Loading spaces will only be required when there is a manager's office or clubhouse, and/or there are a number of units, consistent with Appendix O, that are not served by individual units driveways. Loading spaces will not be required when the multi-family developments function as single family developments. \(see AM 99-003IH\)](#)

## 7.0 Stacking Spaces/Drive-Through Window Facilities

### 7.1 Requirements

Uses providing drive-up or drive-through services shall provide vehicle stacking spaces as follows:

<b>Table 2</b>			
<b>Minimum Required Stacking Spaces/Drive-Through Window Facility</b>			
<b>Drive-Through Use</b>	<b>One Window</b>	<b>Two Windows</b>	<b>Three + Windows</b>
Drive-Through Food/Beverage Service	5 stacking spaces	4 stacking spaces per window	3 stacking spaces per window
Drive-Through Bank/ Financial Institution, business service, or other drive-through use not listed.	4 stacking spaces	3 stacking spaces per window	2 stacking spaces per window

### 7.2 Parking Credit

Credit towards minimum parking requirements should be given for each drive-through station. One-third (1/3) parking credit should be given for each stacking space provided that the terms related to the provision and design of stacking space are met. For example, two (2) drive-through windows with three (3) stacking spaces each equal six (6); 6 divided by 1/3 = 2 parking spaces credited to the total parking requirement, as established in the [Grand RidgeIssaquah Highlands](#) Table of Off-Street Parking Spaces.

## 8.0 Transportation Management Plan (TMP)

### 8.1 General

A TMP is a contract between the City and an employer or group of employers stating that the employer(s) will provide education, opportunities, and employee incentives for ride sharing, parking incentives and other transportation alternatives. The TMP also addresses the responsibility of the employer(s) for monitoring the success of the TMP, and reporting the annual results to the City.

### 8.2 Purpose

The purpose of requiring a TMP for certain uses and all projects over a specific size/density is to promote the use of transportation alternatives which support [Grand RidgeIssaquah Highlands](#)' objective of minimizing private automobile trips. These alternatives should lessen traffic congestion, lessen the impact on [Grand RidgeIssaquah Highlands](#)' air and

water quality, and use ~~Grand Ridge~~Issaquah Highlands' infrastructure more efficiently. Transportation alternatives may include building advanced communication technologies as standard components, providing user-friendly mass transportation systems, and providing safe and functional bicycle and walkway paths.

### 8.3 When Required

A TMP is required for individual projects within ~~Grand Ridge~~Issaquah Highlands, pursuant to the City's adopted Transportation Management Regulations.

## 9.0 Parking Lot Design and Construction Standards

### 9.1 Purpose

The purpose of design and construction standards for parking lots is to provide safe access and parking areas for vehicles, as well as safe access from parking spaces to the specific use for persons using the parking lot.

### 9.2 General Design and Construction Standards

- a. *Dimensions:* The dimensional requirements for parking lots, including the size of standard and compact parking spaces and access aisles are provided on Plates ST 50-54 on the following pages. [\(see Action Memo 11-08-04-01 \(LCS\) for parking lot cross aisle width\)](#)
- b. *Materials:* Single family residential uses are not required to pave and stripe their parking and circulation areas. All other parking and circulation areas must be hard surfaced, consistent with the City of Issaquah's current construction standards for off-street parking lots. Gravel, turf-block or other similar alternative surface may be permitted only if all of the following approval criteria are met:
  1. Barrier Free: Those portions of the parking and pedestrian area are surfaced according to barrier free regulations.
  2. Access to Right-of-way: At least twenty (20) feet of the initial vehicular entrance leading to all the right-of-ways are paved in order to minimize any dust, gravel or other material from being transported from the parking area to adjacent streets or alleys;
  3. Character/Location: The alternative surface may be appropriate because of the character of the use and/or the character of the location; and
  4. Parking Standards: The alternative surface meets all other parking standards, excluding striping but including landscaping and screening.
- c. *Marking:* The property owner shall identify required parking stalls, directional arrows and crosswalks within parking areas using paint or other methods approved by the Responsible Official and required by Street Construction Standards. Display areas which are not required parking areas, such as a car dealership or rental display area, are not required to be marked as individual stalls.

- d. *Driveways:*
  - 1. *Location and Design:* The location and design of driveways shall be reviewed by the City in accordance with the City's driveway construction standards found in Issaquah's Street Construction Standards.
  - 2. *Combined Driveways:* The owners of adjoining properties shall provide combined driveways wherever practical. In conjunction with approval of a development, the City may require a property owner to provide an access and circulation easement to an abutting owner where joint access is reasonable to serve future development.
- e. *Wheelstops:* When wheelstops are provided, they shall be positioned eighteen (18) inches into the parking stall.
- f. *Inner Circulation Required:* Vehicle circulation for all off-street parking areas on the site shall be contained within the proposed parking lot.
- g. *Lighting:* All lighting shall be designed and installed to avoid glare or reflection of light. Light standards shall not be located where they may interfere with parking stalls, stacking areas, and ingress and egress to parking areas. The design of lighting standards shall be appropriate to the character of the project and abutting uses.
- h. *Tandem spaces: (see AM97-06IH Revised)*
  - 1. All garages intended for tandem parking shall preferably have garage doors 9 feet in width, though 8 foot wide doors are acceptable.
  - 2. Tandem garages in individual, private residences are permitted outright when they are greater that 9 feet by 36 feet, providing, that when garages are less than 9 feet by 37.5 feet, storage space is provided in the garage area for items (e.g. bicycles and other gear) which typically occupy garage space. Applicants are encouraged to also provide storage space when tandem garages are greater that 37.5 feet in length, especially when one space is designated for barrier free access. (see Action Memo 06-08-98 MLB)
  - 3. Tandem garages in individual, private residences which are less than 9 feet by 36 feet are permitted on a case by case basis, with the following minimum considerations:
    - No tandem garage shall be permitted which is less than 9 feet by 32 feet
    - The associated residential unit is small and has no more than two bedrooms
    - Additional on-site surface parking spaces may be required at a ratio (proposed tandem parking spaces in garages vs. extra on-site surface parking spaces) to be determined by the MDRT

### 9.3 Barrier-Free Spaces Standards

- a. *General Provisions:* Barrier-free spaces and access shall comply with the requirements of WAC Chapter 51-30, Parking Facilities, and the 1991 Washington State Building Code, as currently written or amended.
- b. *Location:*
  - 1. Accessible parking spaces shall be located on the shortest possible accessible route of travel to an accessible building entrance. In facilities with multiple accessible building entrances with adjacent parking, accessible parking spaces shall be dispersed and located near the accessible entrances. Whenever practical, the

accessible route of travel shall not cross lanes of vehicular traffic. Where crossing traffic lanes is necessary, the route of travel shall be designated and marked as a crosswalk. An exception will be made for multilevel parking structures in which all accessible van parking spaces may be located on the same level.

2. Where a parking facility is not accessory to a particular building, accessible parking spaces shall be located on the shortest accessible route to an accessible pedestrian entrance to the parking facility.
3. Internal pedestrian walkways must also comply with Regulations for Barrier Free Facility (WAC Chapter 51-30) as current or amended.

#### **9.4 Loading Space Standards**

- a. All required loading facilities shall be designed such that vehicles engaging in loading or unloading activities shall not interfere with the public use of streets, alleys or sidewalks. Maneuvering space of not less than fifty-two (52) feet in length shall be provided abutting the loading dock, and this maneuvering space shall not include any area designated or used for off-street parking, storage or trash dumpsters.
- b. Type A Loading Space shall be at least twenty-five (25) feet in depth and ten (10) feet in width. Type B Loading Space shall be at least fifty (50) feet in depth and twelve (12) feet in width.
- c. All buildings with overhangs that project over loading spaces shall have a vertical overhang clearance of not less than fourteen (14) feet, exclusive of access aisle, platform or maneuvering area.

#### **9.5 Stacking Spaces/Drive-Through Window Facility Standards**

A stacking space shall be an area measuring eight (8) feet by twenty (20) feet with direct forward access to a service window of a drive-through facility. Individual spaces within the lane may not be delineated with pavement markings. Stacking lanes may not be located within required driveway, internal circulation drive or parking aisle widths, and may not interfere with site circulation.

#### **9.6 Internal Pedestrian Walkways Standards**

- a. *Provision and Location:* Safe pedestrian circulation through the parking area is a major factor for a successful parking layout. The property owner shall provide internal walkways within the parking area and around the building to the extent necessary to assure safe access to the building from the parking area, abutting properties, and public sidewalks or street right-of-ways. All required internal walkways must be located and constructed as an integrated part of existing sidewalks and pedestrian trails, and must coordinate with City plans for pedestrian circulation.
- b. *Lighting and Marking:* The internal pedestrian walkways are required to be marked either with contrasting material or marking, including but not limited to white concrete in an asphalt area, visually obvious paint stripes or other clearly defined pattern. Night lighting must be provided where stairs, curbs, ramps, abrupt changes in walk direction and crossing vehicle lanes occur.
- c. *Standards:* Pedestrian walkways within parking areas shall be five (5) feet in width.

## 9.7 Temporary Parking Lot Standards

### *Requirements for Construction:*

- a. Temporary parking must have a setback of twenty (20) feet from existing streets.
- b. All temporary parking areas shall comply with National Fire Protection Association standards.

## 9.8 Landscaping and Screening Standards

The property owner shall provide landscaping and screening as required in the ~~Grand Ridge~~Issaquah Highlands Landscape Standards.

## 9.9 Time of Completion

- a. *Prior Installation of Required Parking:* All parking improvements including striping and graphics required by this Chapter shall be installed prior to any change in the use of land or structures and prior to the occupancy of any new or enlarged structure.
- b. *Delay of Installation:*
  1. *Delayed Parking:* Upon approval of the Responsible Official, completion of the affected portion of the required parking improvements may be delayed due to inclement weather or poor soil conditions (e.g., settling of fill). Requests for such delays shall be submitted in writing and shall explain the reason for the request and an estimated completion date for the improvements. No delay shall be longer than six (6) months, and all approved delays shall be bonded pursuant to the City's estimate of the value of the delayed improvements.
  2. *Parking Held in Reserve:*
    - a) *Purpose and Intent:* The purpose of parking held in reserve is to:
      - Provide less "paved and striped" parking than the minimum required, given documentation by the applicant which indicates a lower parking demand for the specific site or use; and
      - Provide landscaping in lieu of remaining parking which could be converted into "paved and striped" parking if site/use conditions change. The intent of parking held in reserve is to permit less impervious surface until conversion to parking is deemed necessary by the Responsible Official.
    - b) *Delay of Completion:* The Responsible Official may grant a delay in completion of up to fifty percent (50%) of the required parking for a particular use for either an unlimited or a specific time period contingent upon all of the following criteria being met:
      - Presentation of satisfactory evidence from the applicant that the anticipated parking needs of the proposed facility are significantly less than those provided for in the ~~Grand Ridge~~Issaquah Highlands Table of Off-Street Parking Spaces;
      - Submission of a site plan showing:
        - The parking area to be immediately developed;
        - The area held in reserve fully designed as a landscaped area initially and as a parking area in the future;

- The area held in reserve included as impervious surface for the site calculations and storm drainage calculations;
  - The area designated for parking held in reserve is not a right-of-way or a dedicated easement;
  - There are no structures/buildings intended for or constructed in the subject area;
  - A monitoring program is created which shall include a site visit every six (6) months, by an official designated by the Responsible Official, to ensure there are no parking problems. The program shall also include alternative transportation management procedures the applicant shall follow if minor or occasional parking problems occur; and
  - A letter from the applicant (sample available from Permit Center) guaranteeing full and satisfactory completion of all required parking improvements upon written notice of requirement by the Responsible Official.
- c) Landscaping for Parking Held in Reserve: If parking held in reserve is approved by the Responsible Official, the property owner shall provide landscaping in the parking area held in reserve as required. Landscaping in the parking area held in reserve does not count toward the required landscaping requirement for that site.

## **9.10 Temporary Parking**

### **9.11 Special Events**

Temporary parking for special events is addressed through the Special Events Street Use Permit process, (Chapter 5.14 of the IMC).

### **9.12 Exceptions**

Produce stands and Christmas tree stands are exempt from obtaining a Special Events Street Use Permit for parking; however, they shall be processed through the review pursuant to the Table of Permitted Land Uses (Chapter 6, Section 4 of the IMC).

## **10.0 Administrative Modification of Parking Standards**

### **10.1 Purpose**

The purpose of permitting the Administrative Modification of Parking Standards or requirements is to provide for flexibility in reducing or modifying parking standards in all areas, without permitting a modification that would negatively impact the surrounding property. A modification to a parking standard or requirement may be approved based on a determination by the Responsible Official that the modification is consistent with the purpose of this Chapter, and the intent and purposes of the parking standards and/or requirements.

## 10.2 Process

Through Administrative Review the Responsible Official has the authority to make decisions regarding Administrative Modifications of Standards as established in Appendices L and M of the Grand Ridge Issaquah Highlands Annexation and Development Agreement (2-party) contained within this package. The Responsible Official shall consider the application information regarding the approval criteria which has been provided by the applicant and any public comment which has been received. The Responsible Official may request input from the Chair of the Grand Ridge Urban Village Development Commission; however, this is not required.

## 10.3 Applicability

An Administrative Modification to parking standards or requirements may include the number of compact parking spaces; the materials used for parking areas; the required spaces for a specific project; or any other parking standard governed by this Chapter.

## 10.4 Required Parking Spaces

The purpose of an administrative modification for required parking spaces is to provide flexibility to those uses which may be extraordinary, unique or to provide flexibility to a combination of uses which makes the parking spaces appear inappropriate. Approval criteria for the administrative modification, are as follows:

- a. *Documentation:* The applicant shall document that the individual project will require the amount of parking which is different from that required under the required parking standards. Documentation may include the parking requirements and performance of similar uses in other areas, or other related information;
- b. *Function and use of site:* The applicant shall demonstrate that modifying the amount of required parking spaces will not negatively impact the use or function of the site and/or abutting sites, including roads, intersections, circulations within the site, etc.
- c. *Intent:* The applicant shall demonstrate that the modification of the standards will be equal to, or superior in, fulfilling the intent and purpose of the original requirements; and
- d. *Numbers of employees/customers:* The applicant shall establish:
  1. An on-site Transportation Management Program for uses with fifteen (15) or more employees;
  2. Valet parking or shuttle service, where appropriate; and
  3. The applicant shall demonstrate that the number of employees/customers is lower or higher than the established "industry standard" based on comparative information of similar uses in other areas.

## 10.5 Other Parking Standards

The following approval criteria, are required in order to permit an Administrative Modification of other parking standards:

- a. *Access:* The proposal will not create negative impacts to the abutting properties or right-of-ways, dedicated tracts, or easements;

- b. *Compatibility*: The proposal is compatible with the character of the surrounding parking facilities;
- c. *Intent*: The modification of the standards will be equal to, or superior in, fulfilling the intent and purpose of the original requirements;
- d. *Safety*: The proposal does not negatively impact any safety features of the project, nor create any hazardous features; and
- e. *Services*: The proposal will not create negative impacts to public services, including fire and emergency services.